

DEFENSE SUPPLY CENTER COLUMBUS

FINANCIAL OPERATIONS (DSCC-R)

MISSION:

Responsible for the administration of financial resources and implementation of financial management policies including planning, programming, budgeting, funds control, unit cost, Activities Based Costing, pricing, financial performance analysis, financial services, financial process management, performance analysis and strategic planning.

BUSINESS ANALYSIS DIVISION (DSCC-RA)

FUNCTIONS:

1. Conducts performance analyses, performs data management, and operations research.
2. Administers the Defense Supply Center, Columbus (DSCC) Strategic Plan and Balance Scorecard.
3. Provides studies, analyses, and recommendations in the program area of Center Activity Based Costing (ABC).

LAND BUDGET OPERATIONS (DSCC-RL)

FUNCTIONS:

The budget functions performed in this organization for the Land Supply Chain include formulation, execution, funds control, pricing, cash administration, and financial performance analysis and reporting.

MARITIME BUDGET OPERATIONS (DSCC-RM)

FUNCTIONS:

The budget functions performed in this organization for the Maritime Supply Chain include formulation, execution, funds control, pricing, cash administration, and financial performance analysis and reporting.

SITE INTEGRATION PROGRAM OFFICE (DSCC-RP)

FUNCTIONS:

This function includes site integration for the general and administrative budget, and the supply chain detachment budgets. The budget functions include formulation, execution, pricing, funds control, cash administration, budget consolidation and financial performance analysis and reporting.

FINANCIAL SERVICES (DSCC-RF)

FUNCTIONS:

Financial service functions performed in this organization include performing period close, providing management reports and analysis, providing statutory financial reports and internal reports, establishing and maintaining funding documents, processing obligations for labor and non-labor services, and establishing environmental and contingent liability and expense.

Functions also include (1) providing passenger travel and transportation support to DSCC and tenants, all military personnel in the area desiring to utilize the service and transient personnel moving through the area, as required; (2) Serving as a focal point for employee questions pertaining to payroll and travel actions and centralized transmitting site to ensure that employee payroll data and other financial information is provided by DFAS. This includes recording payroll change data in the Payroll System and administering the Government Travel Card Program for this Center and Serviced activities.

PROCESS MANAGEMENT (DSCC-RW)

FUNCTIONS:

Functions performed in this organization include coordinating process changes with other process owners, developing process changes, documenting processes, developing and documenting procedures, correction of system errors, end user support, user training and financial management analysis support.

DEFENSE SUPPLY CENTER PHILADELPHIA

FINANCIAL OPERATIONS (DSCP-R/RD)

MISSION:

Responsible for the administration of financial resources and implementation of financial management policies including planning, programming, budgeting, funds control, unit cost, pricing, financial performance analysis, financial services, and financial process management.

CONSTRUCTION AND EQUIPMENT (DSCP-RC)

CLOTHING AND TEXTILES (DSCP-RQ)

MEDICAL (DSCP-RS)

SUBSISTENCE (DSCP-RT)

FUNCTIONS:

The budget functions performed in this organization for the Troop Support Supply Chains include formulation, execution, funds control, pricing, cash administration, and financial performance analysis and reporting.

SITE INTEGRATION PROGRAM OFFICE (DSCP-RP)

FUNCTIONS:

This function includes site integration for the general and administrative budget, and the supply chain detachment budgets. The budget functions include formulation, execution, pricing, funds control, cash administration, budget consolidation and financial performance analysis and reporting.

FINANCIAL SERVICES (DSCP-RF)

FUNCTIONS:

Financial service functions performed in this organization include performing period close, providing management reports and analysis, providing statutory financial reports and internal reports, establishing and maintaining funding documents, processing obligations for labor and non-labor services, and establishing environmental and contingent liability and expense.

Functions also include (1) providing passenger travel and transportation support to DSCP and tenants, all military personnel in the area desiring to utilize the service and transient personnel moving through the area, as required; (2) Serving as a focal point for employee questions pertaining to payroll and travel actions and centralized transmitting site to ensure that employee payroll data and other financial information is provided by DFAS. This includes recording payroll change data in the Payroll System and administering the Government Travel Card Program for this Center and Serviced activities.

PROCESS MANAGEMENT (DSCP-RW)

FUNCTIONS:

Functions performed in this organization include coordinating process changes with other process owners, developing process changes, documenting processes, developing and documenting procedures, correction of system errors, end user support, user training and financial management analysis support.

DEFENSE SUPPLY CENTER RICHMOND

FINANCIAL OPERATIONS (DSCR-R)

MISSION:

Responsible for the administration of financial resources and implementation of financial management policies including planning, programming, budgeting, funds control, unit cost, pricing, financial performance analysis, financial services, and financial process management.

AVIATION BUDGET OPERATIONS (DSCR-RA)

FUNCTIONS:

The budget functions performed in this organization for the Aviation Supply Chain include formulation, execution, funds control, pricing, cash administration, and financial performance analysis and reporting.

SITE INTEGRATION PROGRAM OFFICE (DSCR-RP)

FUNCTIONS:

This function includes site integration for the general and administrative budget, and the supply chain detachment budgets. The budget functions include formulation, execution, pricing, funds control, cash administration, budget consolidation and financial performance analysis and reporting.

FINANCIAL SERVICES (DSCR-RF)

FUNCTIONS:

Financial service functions performed in this organization include performing period close, providing management reports and analysis, providing statutory financial reports and internal reports, establishing and maintaining funding documents, processing obligations for labor and non-labor services, and establishing environmental and contingent liability and expense.

Functions also include (1) providing passenger travel and transportation support to DSCR and tenants, all military personnel in the area desiring to utilize the service and transient personnel moving through the area, as required; (2) Serving as a focal point for employee questions pertaining to payroll and travel actions and centralized transmitting site to ensure that employee payroll data and other financial information is provided by DFAS. This includes recording payroll change data in the Payroll System and administering the Government Travel Card Program for this Center and Serviced activities.

PROCESS MANAGEMENT (DSCR-RW)

FUNCTIONS:

Functions performed in this organization include coordinating process changes with other process owners, developing process changes, documenting processes, developing and documenting procedures, correction of system errors, end user support, user training and financial management analysis support.

FINANCIAL OPERATIONS (DESC-R)

OFFICE OF THE DIRECTOR (DESC-R)

MISSION:

Responsible for implementation of policies and objectives related to resource management including financial policy, administration of budget resources, funds control; organization control and effectiveness; automated financial and accounting systems and various Federally mandated resources related programs. Prepares, submits and justifies the DESC budget request to DLA, OSD/OMB and when required, to Congress. Performs financial review of international agreements for fuel support to Military customers. Provides centralized manpower related planning and support to the Director and other DESC offices. Provides advice on energy industry and economic market conditions. Provides financial and program support for the DESC aviation, ground and missile fuels retail mission.

FUNCTIONS:

1. Prepares, submits and justifies for the Center, Defense Business Operations Fund (DBOF) and appropriated budget requests to DLA, OSD/OMB and, when required, to Congress.
2. Participates in direct negotiations with foreign governments for petroleum logistics support as authorized by DOD Directive 4140.25, Management of Bulk Petroleum Products, Storage and Distribution Facilities. Provides guidance and assistance concerning financial matters to officials involved in negotiations of international agreements for petroleum logistics support.
3. Coordinates implementation and/or development of new or additional programs.
4. Reviews operational data; develops analyses.

PROGRAM BUDGET DIVISION (DESC-RB)

MISSION:

Responsible for the administration of financial resources and implementation of financial management policies relating to budgeting, standard pricing, credit returns and fund certification. Responsible for work year control. Performs review and analysis functions and conducts Monthly Management Reviews.

BUSINESS SUPPORT BRANCH (DESC-RBB)

FUNCTIONS:

1. Determines financial resources required for accomplishing mission, justifies budget requirements, and monitors the execution of the approved budget.
2. Develops and justifies required end strength, full time equivalents, and work years.
3. Receives reviews and displays budget programming data to show consistency with command plans; develops and submits the Program Objectives Memorandum (POM).
4. Conducts analysis of operational cost data relative to established goals and plans, and assesses significant cost trends, irregularities, or deficiencies for recommendations for corrective actions.
5. Prepares progress and statistical data for DESC staff elements, Monthly Management Review (MMR), and releases to higher headquarters.
6. Manages the preparation, justification and execution functions for the DESC Capital budget. Presents, justifies and defends the budget estimates at budget hearings conducted by the Office of the Secretary of Defense (OSD) and Office of Management and Budget (OMB).

FUELS SUPPORT BRANCH (DESC-RBF)

FUNCTIONS:

1. Provides budget guidance related to the development of the Defense Working Capital Fund (DWCF) budget to appropriate activities.
2. Manages the preparation, formulation, justification and execution functions for the DWCF. Presents, justifies and defends the budget estimates at budget hearings conducted by Office of the Secretary of Defense (OSD) and Office of Management and Budget (OMB).
3. Implements DOD policy for standard pricing. Establishes and reviews standard prices for DWCF items. Evaluates actual working capital fund costs and trends for consistency with projected costs and profit and loss. Develops Net Operating Result (NOR) plans and tracks program execution against this plan.
4. Evaluates DWCF operational variances and trends to ensure consistency with approved budget policies and programs.
5. Determines adequacy of pricing and surcharges and takes appropriate corrective action to ensure the integrity of DWCF. Analyzes financial results of inventory transactions and initiates corrective action.
6. Conducts continuous integrated analyses of operating performance relative to working capital fund operations. Controls the working capital fund authorizations, commitments, obligations and expenditures. Accumulates and maintains funding data for reporting purposes.
7. Certifies availability of funds authorizing commitments and obligations.
8. Provides data for inclusion in the DLA Performance Contract and analyzes actual numbers. Reports discrepancies between actual numbers and the performance contract.

MANPOWER & WORKFORCE DEVELOPMENT DIVISION (DESC-RL)

MISSION:

Provides centralized manpower related planning and support to the Director, staff, CBU's, and Region Offices. Acts as the control point for all personnel actions and issues between DESC Directorates, staff, CBU's, Region Offices and Human Resources Office in liaison with DLA, Specified and Unified Commands, Military Service components and government agencies. Develops and manages a comprehensive DESC Human Capital Management program to include personnel forecast, recruiting strategy, employee development, workforce representation, mentor/protegé opportunities, surveys tools, and leadership enhancement. Manages the Automated Time Attendance and Production System (ATAAPS), the Defense Business Management System (DBMS), the Inter-Service Support Agreements (ISSAs), the Modern Defense Civilian Personnel Data System, Training With Industry (TWI), Defense Acquisition University, (DAU) contracting, quality, and other areas as necessary, Ninth House, Defense Acquisition Workforce Improvement Act (DAWIA), DATS Contracting Officer Technical Representative (COTR), The Student Loan Repayment Program and the DESC Intern Center

MANPOWER ANALYSIS TEAM (DESC-RLM)

FUNCTIONS:

1. Conducts Organization Management Reviews and Resources Utilization Studies to ensure maximum efficiency and effectiveness. Reviews and advises on proposed changes in organization and position structure. Manages the DESC Organization Charts to monitor current and potential personnel gains and losses. Processes all organization realignments and issues DESC General Orders. Publishes and maintains the DESC Organization, Mission and Functions Manual, DESC M 5810.1.
2. Advises DESC Staff elements on internal Human Resource and Labor Relation matters. Coordinates with the Human Resources Offices on civilian personnel matters. Serves as the Control Point for all personnel actions and issues between DESC and CSU Columbus. Conducts studies, research and analyses to implement various management and personnel-related programs and resolves problem areas. Furnishes advice and assistance on all related matters.
4. Manages and administers DESC award and incentive programs such as the DESC Employee of the Month Program and the DESC Entrepreneur Program. Serves as DESC Coordinator for all higher headquarters award programs. Provides policy and guidance on DESC and DLA award submissions.
5. Prepares and distributes the DESC Fact Book, a fiscal year summary of statistical data covering inventories, consumption, financial condition, contract and procurement figures, operation and maintenance and other pertinent management information as provided by DESC sources.
6. Establishes and maintains DESC subsidiary cost codes. Develops the necessary Task Code structure for the DESC Organization Management (ORGMGT) controls to facilitate tracking

of budget and manpower information. Recommends cost account codes for special programs to HQ DLA IAW LFMR. Reports DESC workload data in the Management Information System (MIS).

7. Serves as the DESC focal point for Time and Attendance and responsible for the Automated Time Attendance and Production System (ATAAPS). Serves as the DESC Terminal Area Security Office (TASO). Responsible for monitoring and assigning all ATAAPS access and passwords. Responsible for establishing, monitoring, and conducting file maintenance for both timekeepers and certifiers. Ensures changes realignments, reassignment, gains, losses, etc. are forwarded to J-8 for coordination via ATAAPS.
8. Manages the development of the DESC Activity Based Costing (ABC) Program. Conducts surveys, provides briefings and reports to higher headquarters. Performs cost/benefit analyses for acquiring and implementing various software tools to improve the efficiency of the program.
9. Serves as the DESC Coordinator for Inter-Service Support Agreement (ISSA) Program. Reviews and coordinates all DESC Inter-Service Support Agreements and serves as the DESC "Office of Record" for all support agreements.
10. In coordination with management, responsible for verifying, editing, and monitoring all draft or new positions descriptions received. Serves as focal point for Priority Placement Program and the Overseas Extension Assignments. Responsible for the Employee Leave Database Program.

MANPOWER AND WORKFORCE PLANNING TEAM (DESC-RLP)

FUNCTIONS:

1. Provides definition, analysis and monitoring of Workforce Development initiatives conducted by DLA such as but not inclusive to:
 - a. DESC Multi-Functional Program
 - b. DESC Mentor/Protégé Program
 - c. Federal Career Intern Center in concert with DTC
 - d. Multi-Source Feedback Program
 - e. Enterprise Leader Development Program
 - f. Executive Development Program
2. Develops, prioritizes, executes and monitors DESC corporate training initiatives.
3. Serves as DESC liaison/POC for DLA HQ training and development initiatives.
4. Provides oversight and policy guidance for DESC managers with regards to workforce development, leadership enhancement, and employee policy matters.
5. Acts as liaison with union representatives, DESC managers, and DESC workforce as required.
6. Assists in assessing job requirements for the whole range of DESC career fields.
7. Identifies and evaluates training processes for recommendation and implementation.

8. Leads and/or participates in program initiative for organizational workforce development issues.
9. Manage the DESC Intern Center which serves as the staff element responsible for the recruitment, placement, to facilitate career development and monitor training of interns.
10. Manage the DESC Recruiting Strategy which is designed to fill current and projected vacancies with candidates from various sources to accomplish DESC's mission.

WORKFORCE DEVELOPMENT TEAM (DESC-RLW)

FUNCTIONS:

Serves as the principal advisor, and consultant, for all DESC Training and Workforce development initiatives. Establishes and acquires specialized training programs, workshops, and seminars to meet specific DESC requirements. Tracks, analyzes and reports DESC training information to higher headquarters. Reviews, approves, acquires and processes all DESC individual training requests. Manages the DESC training IMPAC and check writing responsibilities. Manages the DESC student loan repayment program. Responsible for distance learning, Ninth House, Training With Industry (TWI), Learning Page/DLA Today, Performance Enhancement Program (PEP), Glass Ceiling Tracking, Petroleum Officers Course, Executive Development, supervisory courses, Defense Acquisition University (DAU), Contracting, Quality, Defense Acquisition Workforce Improvement Act (DAWIA) Certifications, Defense Acquisition Core, Joint Course of Logistics Decision Analysis for Logisticians, and College/University Special Assignments.

1. Develops and manages a comprehensive DESC Human Capital Management program to include workforce forecasting, recruitment, and training.
2. Learning Management System (LMS) administrators. Manages training needs for DESC employees through the LMS system.
3. Provide definition, analysis and monitoring of Workforce Development initiatives conducted by DESC:
4. Defense Acquisition Improvement Act (DAWIA) compliance (in conjunction with the Center Senior Procurement Official)
5. DESC Multi-functional Program
6. DESC Mentoring Initiative
7. Creates and manages a customer-focused corporate culture by recruiting, training, maintaining, and supporting a customer-focused logistics team.
8. Develops, prioritizes, executes and monitors DESC corporate-level training efforts.
9. Serves as DESC liaison for DLA HQ training/development efforts.
10. Provides oversight and policy guidance for DESC managerial staff in matters relating to workforce development, training, and evaluation of employees.
11. Acts as liaison with union representation, DESC managers, and members of the DESC workforce as required concerning personnel matters.
12. Provides assistance in implementation and management of the DESC Knowledge Management Initiatives.

OFFICE OF MARKET RESEARCH (DESC-RN)

MISSION:

Provides technical advice on energy industry and economic market conditions considered in DESC materiel management decision-making process. Performs research and cost/price market analyses to determine trends affecting petroleum/natural gas markets and long-range planning of the energy industry. Manages DESC involvement in the acquisition and sale of crude and refined petroleum for the Strategic Petroleum Reserve (SPR) program.

MARKET & RESEARCH ANALYSIS

FUNCTIONS:

1. Advises on the economic market conditions impacting DESC materiel management decision-making process to meet forecasted conditions. Provides guidance to DESC personnel in analyzing market price data and interpreting industry market data.
2. Analyzes procurement trends revealing market conditions and economic changes. Publishes market research analysis data on plans, projections, and forecasts of the energy industry worldwide. Conducts continual surveillance of the energy industry to accurately measure potential and actual market conditions.
3. Performs energy market research for determining trends affecting petroleum/natural gas markets and long-range planning of the energy industry outlook for specific products and potential technological developments.
4. Gathers, analyzes, and disseminates information on energy industry output, prices, production, and other market indicators. Analyzes current situations with respect to supply, demand, prices and outlook for the major products/categories.
5. Conducts comprehensive impact studies on future domestic development and foreign energy sources of fuel supply to DOD and Federal agencies.
6. Maintains current energy information on plant locations, processes, production market levels/outlook, and major policies affecting oil and new energy sources worldwide. Prepares analyses of production and capabilities contingency or emergency planning.
7. Analyzes contractor market sales data for major purchases of energy products. Prepares a formal market price range analysis of results and updates the market price ranges on a regular basis.
8. Provides petroleum pricing and cost forecasting support in formulating stock fund prices and Defense Base Operating Fund (DBOF) budget projections.

STRATEGIC PETROLEUM RESERVE (SPR)

FUNCTIONS:

1. Serves as the SPR focal point with the Department of Energy on all SPR guidance related matters. Analyzes, evaluates, and interprets SPR guidance and issues DESC internal SPR program policy and instructions.
2. Maintains liaison with the U.S. Petroleum Industry, U S. Trade Organizations, and Government agencies to ensure development and maintenance of effective and compatible petroleum acquisition and sales plans.
3. Provides guidance in the development and surveillance of mid-/long-range SPR acquisition plans, objectives and operations. Coordinates formulation of SPR acquisition and sales plans.
4. Maintains liaison with Military Sealift Command (MSC) and Maritime Sealift Command (MARAD) and advises on tanker transportation matters affecting the SPR program.
5. Reviews and coordinates all SPR contract changes, purchase orders, modifications, change orders, supplemental agreements, show cause letters, cure notices, and final determinations for convenience/default.
6. Provides SPR recommendations to Department of Energy regarding the applicability, scope, feasibility, economy, essentially, priority of proposed storage, and logistics systems design affecting DESC mission.
7. Advises on the acquisition and sales aspects of the SPR Program and participates in the development of staffing/budgeting justification for the Defense Stock Fund (DSF) SPR budget.
8. Coordinates DESC-related responses to Congressional inquiries, Congressional testimonies, General Accounting Office (GAO) reports, Inspector General (IG) reports, and management reviews.
9. Controls the formulation of programs prescribing policies for accountability of DLA-owned SPR crude oil cargoes and related losses. Monitors accountability problems related to complaints, reconciliation, follow-up actions, and record losses/claims actions.
10. Reviews audit cargo variances based on the Tanker/Barge, Material Inspection/ Receiving Reports, Loading/Discharging Reports, and investigation reports to ensure proper documentation of loading/discharging vessels, lightening operations, and losses/adjustments providing accurate notation of quantity and quality documentation.

COST & PRICE ANALYSIS

FUNCTIONS:

1. Conducts cost and price analyses for bids or proposals and evaluates reasonableness of contract price proposals and submission of data. Prepares comprehensive recommendations concerning negotiation objectives for cost/price or profit for the non-competitive higher dollar and more complex procurements.
2. Analyzes financial statements and notifies CO of requirements and nature of additional financial statements or information required. Reviews and analyzes proposed contractor's financial data and requests for additional information as needed.

3. Advises on cost and price financial matters in preparation to attend pre-negotiation objective briefings, contract negotiations, and in the planning and administration of contract actions. Participates on Acquisition Review Boards.
4. Provides trend reports of market statistics of specific cost/price or market analyses to include fair/current market price. Maintains historical information and projects rates/factors for individual contractors and labor rates/price indices for industrial segments.
5. Assists in preparing solicitation provisions involving price evaluations and contract repricing. Assists in processing GOCO/COCO claims and profit/loss analyses connecting to other Government contracts having a bearing on the claim in question.
6. Serves as liaison between COs, DLA, and defense contract management offices on cost and pricing matters or other financial data to include obtaining data and field pricing/audit assistance. Provides input for inclusion in the Price Negotiation Memorandum.
7. Utilizes statistical analytical techniques in cost and price financial analyses. Provides technical advice on the availability and use of computerized analytical techniques and cost evaluation models.
8. Maintains a contract audit tracking system for reportable contract audits and submits a semiannual follow-up status report of reportable contract audits to HQ DLA.
9. Performs in-dept cost/price reviews of small purchase procurements and evaluates price referrals/challenges selected as possible candidates for overpricing. Performs post award price analysis on procurements identified by reviews and BY automated price variance reports or other means.
10. Conducts continual reviews of price reasonableness determinations of small and large purchases identified on a selective sampling basis.
11. Performs pricing reviews on National Stock Number (NSN) items and recommends voluntary refunds, price reductions, and/or repayment when appropriate overpricing is identified.
12. Prepares independent Government estimates of selected items in connection with pre-award pricing reviews, price challenges, and post-award overpricing to ensure correlation between cost of an item and its value.
13. Develops and recommends DESC position on proposed/existing legislative policies; training; inquiries; audit and inspection findings; price evaluation and price reasonableness determinations; and other contract pricing and financial matters.
14. Reviews and makes recommendations to the sufficiency of all exceptional case catalog or market price exemptions under the FAR provisions. Serves as Office of Record for all actions approved.

FINANCIAL INTEGRITY AND ANALYSIS DIVISION (DESC-RP)

MISSION:

Responsible for the integrity of DESC's financial/accounting systems. Serves as intermediary between the Defense Finance and Accounting Service (DFAS) and DESC concerning financial matters. This role is typically referred to as a liaison function.

FINANCIAL LIAISON OFFICE (DESC-RPL)

FUNCTIONS:

1. Ensures and assists DFAS as required in performing appropriate accounting reconciliation between Subsidiary Ledgers and General Ledgers IAW generally accepted accounting principles and standards.
2. Responsible for determining the causes for improper general ledger balances and taking appropriate follow-up actions. Performs trend analysis on each major general ledger account to ensure values reported through the financial statements truly represent the financial business of the Center.
3. Monitors interest payments to vendors and the associated causes to facilitate the applicable corrective actions.
4. Reviews negative inventories to determine corrective actions necessary within the Center and/or DFAS.
5. Performs un-liquidated obligation and un-obligated commitment reviews and where required, obtains necessary documentation and/or ensures appropriate transactions are recorded properly in the accounting system of record.
6. Acts as focal point on behalf of the Center and DFAS for financial matters. Provides payment assistance on behalf of DFAS claims initiated by the Center. Conducts reconciliation of all DESC initiated claims.
7. Researches and resolves irregularities concerning in-transit and inventory operational problems.
8. Maintains Financial Listings as appropriate.
9. Facilitates adjustments to financial data as warranted to ensure the accuracy of financial records and systems.
10. Conducts training as required on financial processes.

SYSTEMS ANALYSIS AND PROCEDURES BRANCH (DESC-RPP)

FUNCTIONS:

1. Ensures the timeliness and integrity of DESC financial/accounting systems.
2. Ensures adherence to prescribed accounting/financial regulations and Public Law.
3. Serves as directorate focal point for all functional matters related to the use of Automated Information Systems (AIS) and microcomputers for the directorate. Provides technical advice/assistance to the directorate and functional managers with respect to AIS.

4. Develops/analyzes functional management requirements/system changes/program trouble reports for the directorate and assures appropriate interface with Center-wide AIS and microcomputers.
5. Reviews system changes developed by DESC, DFAS, HQ DLA, etc., to determine impact on directorate.
6. Researches specific AIS problems within the directorate to confirm functional requirements were adequately/properly followed in system design. Participates in problem resolution.
7. Develops, plans, and executes a variety of system testing procedures including Environmental Testing (ET) and Functional Testing (FT).
8. Prepares Requirements Documents as required for AIS equipment for the directorate. Maintains and updates the directorate ADP equipment inventory including hardware and software.
9. Develops end user programs in a variety of systems in response to data calls, both internal and external to DESC.
10. Prepares and coordinates responses to inquiries on audit reports/reviews including GAO audits, DOD Inspector General Reports, DLA auditors and Management Reviews.
11. Monitors and participates in the development of the Fuels Automated System (FAS).
12. Develops, implements, and analyzes financial policies and procedures. Troubleshoots financial operating deficiencies.
13. Develops financial Standard Operating Procedures for new technological applications as required.
14. Assists with the development/implementation of Electronic Commerce (EC) Business initiatives.
15. Assists with the formulation of tax policies and procedures.
16. Provides coordinated tax advice to the Center.
17. Participates in the establishment of retail policies and procedures.
18. Conducts training on financial operations/systems as required.

ACCOUNTING OPERATIONS/CFO COMPLIANCE TEAM (DESC-RPO)

FUNCTIONS:

1. Analyze monthly, quarterly and year end Financial Statements covering the Working Capital Fund.
2. Analyze and coordinate monthly Financial Statement footnotes.
3. Perform quarterly Financial Variance Analysis for Working Capital Fund general ledger accounts as required.
4. Perform Chief Financial Officer Compliance tasks in order to obtain and sustain favorable audit opinions on DESC Financial Statements.
5. Analyze/review reports and general ledger reconciliations to subsidiary ledgers.
6. Serve as a focal point for operational accounting issues with DFAS.

FINANCIAL TAX OPERATIONS (DESC-RPT)

FUNCTIONS:

1. Ensures DESC's financial/accounting systems comply with Federal and State Tax Codes. Researches, coordinates, and approves tax related system modifications. Maintains the system tax model in compliance with the tax codes and the business rules.
2. Justifies, coordinates and implements system solutions for business scenarios involving tax. Provide tax feedback to system leads on future system implementations when tax issues could impact the schedule.
3. Monitors and participates in the transition to OED/OGF for tax while supporting the legacy system. Researches, coordinates, and validates the tax on all fuel movements. Creates all tax related technical and functional system changes/program trouble reports for the financial/accounting systems including outside interfacing systems.
4. Provides coordinated tax advice to the Center and DFAS in support of tax payments, billings, filings and tax related questions. Gathers requirements, coordinates, and creates tax reports to support tax filing, tax monitoring and tax audits.
5. Assists the Center with the formulation of tax policies and procedures.
6. Coordinates with DESC San Antonio and DFAS on tax related customer and vendor questions.
7. Coordinates and answers DESC business related tax audit questions beyond DFAS's understanding. Provides feedback to DFAS on any logistical or technical tax filing issues or problems.
8. Assists with external tax audits and internal reviews. Reviews final responses to ensure consistent and correct tax information.
9. Coordinates with the system leads, accounting team members and other functional offices to ensure that tax modifications or solutions do not negatively impact the overall system.

RETAIL MANAGEMENT DIVISION (DESC-RR)

MISSION:

Responsible for providing financial and program support for the DESC aviation, ground and Aerospace Energy retail mission for the Defense Working Capital Fund. Provides administrative and financial support to the division and to the Aerospace Energy Commodity Business Unit.

FINANCIAL SUPPORT BRANCH (DESC-RRF)

FUNCTIONS:

1. Responsible for validation of vendor invoices for all DOD commercial off-station fuel purchases and submission of the validated invoices to appropriate DFAS activities for payment.
2. Responsible for the management of the non DOD sales program to include collection of documentation for all sales to Non DOD agencies, including foreign governments, other federal government agencies, state and local agencies, commercial contractors and charter aircraft. Review and validate all documentation and prepare for submission to DFAS Columbus to support billing actions.

3. Responsible for tracking all transactions challenged by customers using the Review and Challenge function in the Fuels Enterprise System (FES). Monitor unresolved transactions and coordinate with seller activities to take action on any unresolved challenges.
4. Provides customer support to include managing the Dispute Database in coordination with DFAS Columbus in order to resolve disputed transactions. Coordinates AIR Card/SEA Card account file maintenance actions with contracted card vendors.
5. Provides program management support for aircraft ownership details in the Fuels Automated System (FAS) as reflected in Reliability and Maintainability Information System (REMIS) for Air Force aircraft.

RETAIL SUPPORT BRANCH (DESC-RRR)

MISSION:

Assist in providing program management and technical support for the Replacement-in-Kind (RIK) agreements and Fuel Exchange Agreements (FEA). Program management support consists of reviewing and coordinating on all FEA/RIK on behalf for the Financial Operations Directorate and participating in reconciliation conferences and providing Retail Management support to the RIK administrator on RIK agreement issues. Technical support consists of validation of RIK invoices and ensures timely processing of RIK transactions and participating in FEA/RIK negotiations. Provide copies of all documents to DFAS for action.

FUNCTIONS:

1. Prepare commitment requests for exercise funding. Receive, review and authorize payment of vendor invoices for exercise support.
2. Process transactions for exercises and contingency operations fuel issues and submit the data to DFAS for billing to the appropriate end customer.
3. Responsible for validation of vendor invoices for all DOD foreign local purchases and submission of the validated invoices to appropriate DFAS activities for payment.
4. Responsible for the management of the Retail Fuels Purchase Agreement approval program for all non-DOD aircraft, including foreign governments, other federal government agencies, state and local agencies, commercial contractors and charter aircraft.
5. Monitor, reconcile and track retail Obligation Authorities (OAs) for aviation and ground fuels

PROGRAM SUPPORT BRANCH (DESC-RRP)

FUNCTIONS:

1. Responsible for the administration/management of funds provided by DESC-RB related to the Retail Management Division and the Aerospace Energy (AE) Commodity Business Unit.
2. Responsible for all security for the building including classified materials and equipment. Manage and maintain the facilities and the property. Focal point for all safety issues.
3. Responsible for the Continuity Operations Plan (COOP) for DESC San Antonio.
4. Provide administrative support to the Aerospace Energy Commodity Business Unit and the Resources Management Division to include, travel orders, mail distribution, overnight mail, coordinate training activity, monitor visitor information and other related duties.
5. Develops and submits the Program Objective Memorandum (POM) and other budget related items for Aerospace Energy to be subsequently included in the overall budget. Development of budgets includes preparation of all budget information to include receipts, inventory, on orders, and expenses.
6. In coordination with DESC-RB, develops, reviews and establishes standard pricing for Aerospace Energy items.
7. Approves customer funding for Aerospace Energy customers for the retail mission.
8. Receive, review and process inventory reports for established inventory/storage locations for Aerospace Energy. Process receipts (DD250s), gains/losses, inventory adjustments into D022D. Review and validate sales from the inventory/storage locations and forward to DFAS for processing.
9. Reviews, monitors and records commitments and obligations for Aerospace Energy.
10. Serves as the organizational focal point for the D022D system for Aerospace Energy and manages, maintains and schedules inputs and outputs.
11. Primary liaison to DFAS and DESC-M to resolve all Aerospace Energy accounts payable, accounts receivable and other financial related issues for Aerospace Energy to include audit efforts.

RETAIL FINANCIAL SETTLEMENT BRANCH (DESC-RRS)

FUNCTIONS:

1. Responsible for performing financial settlement activities on DESC Public, Commercial, Intergovernmental, State and Local Governments and MWR aged accounts receivables consistent with Volume 4, Chapter 3 of the Department of Defense Financial Management Regulation (DOD FMR). Responsible for researching the debt to insure the debt is substantiated and settling the debt by contacting customers and securing payment.
2. Responsible for performing financial settlement activities on DESC aged foreign government accounts receivables consistent with Volume 4, Chapter 3 and Volume 6, Chapter 12 of the Department of Defense Financial Management Regulation (DOD FMR). Responsible for researching the debt to insure the debt is substantiated and settling the debt by contacting foreign government customers and securing payment.
3. Responsible for resolution of aged accounts receivable disputes of retail fuel billings. Responsibilities include obtaining proper substantiating documentation from in-house files or from DFSPs, coordinating with DFAS Columbus accounting technicians, developing an appropriate corrective action, and coordinating that action with DESC-RRF.

4. Provides customer support to include working closely with DFAS accounting technicians, DFAS management, and DESC management to insure a consistency in applying DOD Financial Management Regulations.
5. Researches and validates commercial customer accounts undergoing the approval process for issue of a Fuel Purchase Agreement. Responsibilities include securing payment for all open bills over 30 days old.

DIRECTORATE OF FINANCIAL OPERATIONS (DDC-R)

MISSION:

Principal advisor to the DLA Comptroller and DDC Commander for distribution business area financial management, including programming, resources and technical accounting policies and procedures; administration of resources; command review and evaluation; financial systems and procedures; organization and position management; and productivity programs. Provides financial liaison support throughout DDC. Reports to the DDC Chief of Staff.

FINANCIAL POLICY & PLANNING:

FUNCTIONS - BUDGETING:

1. Distribution Business Area Analysis – Provides analysis for Processing, Reimbursable, Storage, Consolidation and Containerization Point (CCP)/Overocean Transportation (OOT) business areas. Reviews Unit Cost reports.
2. Program Budget Review (PBR) and Budget Estimate Submissions (BES) — Program Manager for the PBR process for the Distribution Business Area. Coordinates new initiatives with DDC Program Managers. Maintains PBR spreadsheet and backup. Prepares charts for briefings for Program Budget Review Group (PBRG) reviews. Provides analysis of changes from the baseline. Ensures DDC PBR submission and exhibits are completed and forwarded to appropriate DLA analyst. Reviews programming data for consistency with DDC plans, and recommends program priorities for the command. Acts as central repository for the DDC program plans. Administers the DLA Planning, Programming and Budgeting System. Develops and justifies requirements for costs, work years and initiatives.
3. Program Objective Memorandum (POM) Initiatives Savings Validation Program – Develops plan and tracks proposed POM savings for initiatives.
4. Monthly Management Review (MMR) and Quarterly Management Review (QMR)— Provides monthly charts and analysis dealing with specific financial areas such as (but not limited to) total revenue, obligations, net operating results, and CCP/OOT costs. Tracks costs, revenue, and workload by business area. Also tracks total expenses, disbursements, collections, net outlays, FTEs, end strength, and capital obligations. Briefs DDC Comptroller monthly and the DDC Commander quarterly. Provides charts and notes to DLA HQ monthly.
5. Distribution Budget/MOP – Prepares and monitors overall plan versus actual numbers for workload, costs, and revenue. Ensures DDC costs are within obligation authority within the Distribution AOB. Monitors fenced areas within the AOB. Analyses, provides guidance, and coordinates development, formulation, justification, and submittal of budget. Monitors Distribution Business Area Net Operating Result (NOR).
6. Base Realignment and Closure (BRAC) Budget – Ensures proper BRAC funding is received. Prepares Military Interdepartmental Purchase Request (MIPRs) and tracks costs. Provides estimated costs for BES/PBR purposes. Orchestrates all financial actions associated with realizing a base closure and/or realignment. Coordinates closure actions with all concerned parties.

7. Directors' Budgets/Funds Control - Tracks, reviews, analyzes, evaluates, and reports funds execution for centrally funded items. Prepares spending plan, performs midyear review, and provides projections for BES. Performs funds control and prepares outgoing MIPRs. Prepares and monitors monthly obligation plan. Performs ULO reviews. Provides monthly reports to Directors.
8. Central Fund Management - Tracks, reviews, analyzes, evaluates, and reports funds execution for centrally funded items. Prepares spending plan, performs midyear review, and provides projections for BES. Performs funds control and prepares outgoing MIPRs. Prepares and monitors monthly obligation plan. Performs Unliquidated Obligation (ULO) reviews.
9. Capital Budget - Administers the capital funding program. Maintains the capital MOP and provides a monthly report to DLA HQ. Justifies actual obligations against plan. Performs funds control for capital. Tracks capital spending by Program Item to include equipment (non-ADP and ADP), software development, and minor construction, and monitors against funding provided on DLA Form 83.
10. Real Property Maintenance (RPM) and Equipment—Financial POC for RPM funding. Coordinates funds with DES. Prepares outgoing MIPRs and performs funds control. Maintains funds usage by project. Tracks all non-capital minor construction and equipment, and tracks actual against planned.
11. Family Housing Financial POC - Tracks, reviews, analyzes, evaluates, and reports family housing budget execution. Prepares job order cost adjustments (JOCAs) to get proper revenue into the system. Ensures proper obligations and revenue are entered.
12. Quality of Life (QOL) Budget — Financial POC for QOL funding. Tracks, reviews, analyzes, evaluates, and reports on QOL execution.
13. Research and Development (R&D) Funding – Tracks, reviews, analyzes, evaluates, and reports on execution of any R&D funding received.
14. Staffing Projections/FTE Mgmt - Monitors and tracks FTE execution. Is central repository for maintaining FTE figures. Monitors VERA/VSIP costs.
15. Reviews and analyzes monthly productivity statistics.
16. Performs transportation related analysis and prepares reports detailing trends and projections.
17. Manages the (Information Technology (IT) 43, including Program Budget Review, Mid-year/BES and Monthly Operating Plans (MOPs).
18. Reviews, analyzes, and processes IT procurement packages for services/IT agreements, maintenance and equipment/software purchases.
19. Prepares all outgoing funding document for IT purchases. Performs IT funds control at DDC and depot levels.
20. Acts as Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR), and program manager for contractor employees.
21. Management Control Program (MCP) - Provides program management for DDC on the MCP. Ensures that internal control concepts are properly integrated into overall plans, policies, programs, procedures, and systems. Provides training to DDC supervisors, managers and POCs on MC requirements. Develops annual MC Plan for DDC. Monitors the MC program guidelines to eliminate fraud waste, and abuse of government funds. Ensures federal employees are accountable for planning, programming, and execution of the program.

FUNCTIONS - PLANNING AND EXECUTION:

1. Member of the A-76 Acquisition Planning Teams (APT) - reviews all sections of the Performance Work Statement (PWS), report structures, Contract Line Item Number (CLIN) structures, and develops In-House Government Estimate (IHGE). Meets with the team for each acquisition and reviews all material going into the solicitation. Provides historical cost data for baseline costing prior to study. Reviews draft Request For Proposal (RFP) and provides comments and recommended changes prior to final release of RFP. Reviews CLIN structure for proper interpretation of financial charging. Prepares responses to Issue Papers and questions from the A-76 teams.
2. Serves as a member of the Most Efficient Organization (MEO) review team reviewing Agency Tender prior to submission.
3. Monitors MEO performance by line item to ensure the funded amount is not exceeded without an approved deviation request. Reviews deviation requests prior to approval to provide the cost estimates of the requirement. Adjusts the spending plans when the signed deviation is received.
4. Reviews A-76 contract modifications. Adjusts the spending plan accordingly at mid-year. Requests additional budget authority for approved contract deviations. Includes any anticipated modifications in the initial spending plan.
5. Reviews A-76 contract invoices for accuracy. Monitors total payment to contractor by Contract Line Item Number (CLIN) item. Prepares standards for reimbursable billing, extracts reimbursable CLIN amounts and prepares JOCA's for input.
6. Prepares general orders for A-76 depot establishments. Builds new organization codes in systems. Reviews current contracts for revision. Reviews Interservice Support Agreements (ISA) for revisions. Establishes new BOAC for GSA vehicles.
7. Accompanies the Continuing Government Activity (CGA) training team to each site as scheduled. Provides financial overview on spending plans and reimbursable workload. Demonstrates Finance Web tools.
8. Principal advisor to Center Commanders and personnel on financial management requirements to include policies, planning, programming and procedures. Formulates, analyzes and evaluates depot requirements. Conducts analysis of actual financial execution against established goals.
9. Formulates and sets the initial funding levels for all depots. Monitors, reviews, analyze and evaluate depot spending plans.
10. Collects data and produces depot monthly obligation plans by object class according to established methodology and knowledge of assigned depots. Develops, analyzes, evaluates and reports on depot MOP.
11. Provides Center Commanders and DDC management with advice and guidance on financial execution to support financial decisions.
12. Analyzes and summarizes wide variety of resource data for monthly Performance Reviews (R&A).
13. Prepares and signs outgoing funding documents necessary for the conduct of assigned depot business ensuring compliance with regulatory requirements.
14. Builds operating targets and fund records in accordance with budget authority. Loads and maintains funds in DBMS and BOSS.

15. Manages the DDC Interservice Support Agreement (ISA) program. Coordinates requirements with DDC as supplier and receiver of services. Prepares agreements for signature and makes distribution.

FUNCTIONS - REVENUE AND BILLING:

1. Receives and accepts funding documents, i.e., DD Form 448, from customers, reviews them to ensure they are in compliance with the Financial Management Regulation and records Orders Received and Unfilled Orders. Establishes accounts receivables when revenue is earned either through Automated Time Attendance and Production System (ATAAPS) or from information received from the depots via a Job Order Cost Adjustment.
2. Performs analysis of work accomplished against funding documents received to ensure earnings are processed in a timely manner via ATAAPS for labor and/or Job Order Cost Adjustments (JOCA). Monitors the subsequent accounts receivable established for billing and collection by DFAS.
3. Responsible for DDC Reimbursable Program Management and accrual of earnings. Monitors earnings for reimbursable work performed and provides backup data to customers for work performed in the areas of Processing (receipts, issues and second destination transportation), Storage, Overocean Transportation and Hourly Reimbursables.
4. Performs revenue analysis DDC-wide, depot plan versus actual and depot productive versus billable.
5. Receives data from Management Information System (MIS) in Distribution Standard System (DSS) for the purpose of billing customers and providing detail extract files to customers to support billings.
6. Provides employees and managers guidance on accurate charging of labor and non-labor costs. Initiates simplification efforts, when appropriate.

PAY & ACCOUNTING OPERATIONS:

FUNCTIONS - PAY AND TRAVEL:

1. Program Manager for Automated Time and Attendance Production System (ATAAPS) and Defense Civilian Personnel System (DCPS) at the DDC. Attends ATAAPS Configuration Control Board (CCB). Participates as beta test site for proposed system changes.
2. Payroll Processing – Reviews and corrects errors on invalid time and attendance reports and missing time reports. Validates assigned task codes. Reconciles hours for part-time employees and firefighters. Processes back pays and settlements. Sets up new employee information in ATAAPS. Processes special pays and requests for recertified checks. Completes pay and leave audits. Inputs time and attendance directly to DCPS when accounting information crosses activity codes. Assists in researching problems with the transfer of labor from DCPS to DBMS. Inputs employee voluntary pay change requests (direct deposits, allotments, address changes, tax withholdings, union dues, charity deductions).
3. Serves as help desk for answers to any payroll systems and entitlement questions.

4. Provides other DLA activities guidance on complex payroll issues. Provides assistance to DFAS on evaluating and resolving payroll problems.
5. Processes and maintains security access forms for DCPS. Processes all new ATAAPS security forms.
6. Develops, establishes and coordinates special procedures for paying Foreign National Direct Hires (FNDH) based on Standard Forces Agreement for each country.
7. Coordinates all requirements for reorganization proposals. Ensures requesting activity provides all pertinent documentation and oversees execution of resulting actions upon approval of the proposal. Prepares the General Orders and makes distribution.
8. Ensures timekeeper and certification rosters are current.
9. Processes unemployment forms for Department of Labor; processes verifications of employment from financial institutions, courthouses, insurance companies, etc.
10. Travel Entitlements/Orders – Responsible for processing all manual and Defense Travel System (DTS)-generated DDC travel orders and subsequent claims for reimbursement.
11. Permanent Change of Station (PCS) – Responsible for settlement of all claims related to PCS moves. Coordinates with CSO-N in the development of pertinent PCS information provided to the traveler.
12. Provides financial briefings to employees preparing to participate in Defense Contingency Support Teams (DCST).
13. Agency Program Coordinator for the Travel Card Program.
14. Prepares reconciliations for the agency Centrally Billed Account (CBA) government travel charge card.
15. Manages the debt collection program for DTS-processed travel vouchers.

FUNCTIONS - ACCOUNTING:

1. Primary DLA POC for Chief Financial Officer (CFO) compliance as it pertains to the distribution business area. Partners with external auditors and DLA CFO to identify impediments to a clean audit opinion for DLA's financial statements. Develops Plans of Action and Milestones (POAM) to address impediments and proposed solutions. Prepares auditability assertion packages.
2. Interprets and implements financial policy and financial policy changes. Issues interpretations to command staff and distribution centers.
3. Develops and manages the timely and accurate process of properly classifying, monitoring, recording and maintaining all distribution business area DWCF, Capital and Family Housing commitment, obligation, expense and capitalization transactions related to distribution costs for the DDC and distribution centers worldwide. This includes all labor and non-labor, within and outside the government. Receives and maintains hardcopy documentation and processes applicable transactions within DBMS.
4. Ensures the integrity of procedures and practices governing funding obligations to facilitate attainment of program objectives. Establishes compliance of processes/systems within applicable Financial Management Regulation (FMR) directive.
5. Attends Process Improvement Team (PIT) meetings with DLA HQ, other DLA field activities and DFAS to leverage best practices across DLA. Identifies and elevates best practices at individual DDC distribution centers and similar commercial industry activities and standardizes/implements for joint use at all distribution centers. Develops systems

change requests (SCR) and program trouble reports (PTR) when necessary and participates in the functional testing of major financial and financial-related system changes for PowerTrack, Distribution Standard System (DSS), Defense Business Management System (DBMS), Base Operating Support System (BOSS) and Defense Property Accountability System (DPAS).

6. Participates in the development of new accounting systems, i.e., Enterprise Business System (EBS).
7. Reviews and updates the Management Control Plan to ensure any new system changes or policy changes have been evaluated sufficiently to determine the financial risk.
8. Maintains and monitors all functions associated with the Base Operating Support System. Serves as distribution business area BOSS Program Manager and financial functional POC. Ensures DDC BOSS functional accesses are in place for Contracting, Supply and Financial modules, and that system processes and interfaces are operational. Verifies accuracy and timeliness of the BOSS/DBMS interface.
9. Produces a cash management plan to forecast disbursement and collection of cash on a monthly basis. Revises the plan several times a year to reflect POM, BES and President's Budget (PB) changes to the DDC operating budget. Provides the distribution business area cash plan to DLA J-8 for incorporation into the DLA cash plan required by DOD. Execution against the distribution business area cash plan is monitored on a continuing basis for impact to the DLA DWCF.
10. Maintains and monitors all functions associated with Defense Property Accountability System. Serves as distribution business area DPAS Program Manager. Reconciles Property, Plant and Equipment (PP&E) subsidiary file in DPAS to DBMS monthly. Responsible for functional/security accesses and oversight to all functional users including Distribution Center Accountable Property Officers (APOs) and RPOs. Requires quarterly and annual certifications of balance files from APOs/RPOs.
11. Maintains DBMS and BOSS control records as necessary.
12. Maintains and provides resolution for DBMS, BOSS and DPAS violations control listings.
13. Performs depreciation analysis and fixed asset accounting.
14. Ensures all month-end and fiscal year-end functions have been performed. Develops all accruals and processes/records applicable accruals and all current month financial transactions into the financial system accurately and timely. Reviews the General Ledger accounts to ensure obligations and expenses are recorded at their expected levels in accordance with the current year funding authority.
15. Prepares fiscal year-end planning guidance, coordinates execution and provides oversight.
16. Performs monthly and quarterly financial statement analysis. Partners with DFAS to manage and obtain proper financial data used to develop and prepare monthly and quarterly analysis.
17. Accounts Payable - Processes commercial payments and employee reimbursements through DFAS-CO. Responsible for recording the liabilities, including contingencies, judgment funds, accruals, etc., incurred by the distribution business area. Obligates and expenses costs timely and accurately within DBMS. Works with DFAS personnel to research and resolve any financial/payment discrepancies. Partners with DFAS to ensure DDC vendors and employees are paid and reimbursed timely and accurately.
18. Manages DDC's Interest in line with OSD goals for reduction.
19. Administers the DDC Mass Transit Fringe Benefit (MTFB) Program.

20. Receives and secures miscellaneous revenue checks for repayment of jury duty, health benefits, vendor checks and tuition repayment. Forwards to DFAS-CO and DFAS-CL for collection purposes.
21. Serves as focal point for security of all DDC financial systems. Ensures DDC users have the capability to sign on to the required financial system and have the proper access needed to accomplish their tasks.
22. Reviews all Unliquidated Obligations (ULOs) periodically to support a DDC certification to DLA that existing ULOs are still valid in accordance with Tri-Annual Review requirements.
23. Budgets for and monitors execution of the distribution business area Stock Fund Budget. Requests additional funds from DLA, as necessary.
24. DDC Program Manager for PowerTrack. Implements PowerTrack at all depots and automates PowerTrack process to gain efficiencies.

FUNCTIONS - FINANCIAL AUTOMATION:

1. Primary POC for Federal Financial Management Improvement Act (FFMIA) effort for Distribution Standard System (DSS).
2. Designs, coordinates, supports, develops and maintains the use of web-based technology products to distribute timely, flexible, enterprise-wide financial data to managers and depot personnel. Provides training to enable users to take advantage of the resources provided on the Financial Web Page.
3. Plans, proposes and coordinates the timely purchase and maintenance of equipment and software required to support web based financial reporting and analysis.
4. Administers and maintains the necessary databases, commercial-off-the-shelf (COTS) products, networks, servers and backup files to support the DDC financial reporting initiatives.
5. Provides and maintains DISA billing from Mechanicsburg and Ogden Mega centers. Converts data into a working format and verifies costs against figures received from HQ DLA. Enters costs into Access Database so reports can be developed for specific needs on an as required basis.
6. Provides Distribution Planning and Management System (DPMS) with financial support and cost savings analysis.
7. Participates in the IT Disaster Recovery and EDC Transformation Teams.
8. Manages the Activity Based Costing/Management (ABC/M) program.

FINANCIAL OPERATIONS J-8 DLIS (DLIS-R)

MISSION:

Develops and maintains objectives to provide support to DLIS, DES Battle Creek, related to budget formulation and execution, financial systems functionality, Activity Based Costing (ABC), BCAs, reimbursable, service level billing, Government purchase cards, the Defense Travel System (DTS), Travel Card program, and Service Level Agreements.

FUNCTIONS:

(Budget)

1. Issues to directorates, oversees, and consolidates information for budget data calls such as, Program Budget Review (PBR), Mid-Year Review, and all other requirements for various budget data calls.
2. Develops/maintains the data call milestone schedules.
3. Prepares execution plans for monthly obligations and execution, expenses, awards, IT labor, revenue, collections, and disbursements.
4. Prepares and provides reports on the Monthly Execution Plan (MEP), Monthly Performance Plan (MPP), Monthly Management Review (MMR), Tri-annual Unliquidated Obligations review, Global War On Terrorism (GWOT), IT Execution Report (ITER), Cash Variance Analysis, Cost Reduction, Accounts Receivable(AR) and Accounts Payable (AP), capital, AR Reconciliation Reports, etc.
5. Develops and updates monthly metrics.
Manages and consolidates the IT budget for base level and DLIS initiatives. Completes IT43 spreadsheets for data calls. Manages and tracks IT authority for both DLIS/DRMS versus execution; reports to DLA monthly.
8. Maintains the capital assets account and depreciation cost, for both hardware and software, which includes asset in-use and those under development, receives funding authority from DLA, processes capital funding document upon request from program managers, and prepares the monthly capital status report.
9. Conducts Financial Management Board (FMB) meetings. Maintains schedule and prepares minutes.
10. Manages the Reimbursable Program, ensuring reimbursable authority is not exceeded. Collect funds to support cash flow journals. Review Memorandum of Agreements (MOAs) and Inter-service Support Agreements (ISAs) (reimbursable only); gather program specific costs, labor and non-labor; prepare annual revenue and collections plan; and process incoming Military Interdepartmental Purchase Requests (MIPRs), service orders, and various funding documents ensuring reimbursable funds are expended and earned annually. Responsible for monitoring the processing of cash collection vouchers for credit card sales and incoming checks for publications.
11. Manages the Government Purchase Card Program, ensuring adequate funding is obligated for credit card purchase, initiating program improvements, and expansion of program. Recommends appointment of cardholders/approving officials, monitoring, tracking ,and reporting credit card usage, completes audits for the government purchase

card tracking statement certifications in the on-line system. Oversees use of the Access On Line System.

12. Oversees and tracks budgets and initiatives, establishes targets, assists Management, and directorate budget representatives with funding problems and questions. Tracks the non-labor targets/obligations, providing detailed spending spreadsheets to applicable directorates and processing funding documents.
13. Submits Summary Targets (SPTR) changes or updates to the Defense Finance and Accounting Service (DFAS).
14. Performs quarterly financial statement analysis. Provides variance reports to HQ DLA.

(Costing)

1. Serves as the Program Manager for Costing.
2. Develops, coordinates, and implements costing policies, procedures, and practices.
3. Develops unit and program cost information for products and services.
4. Primary Point of Contact (POC) and technical expert with functional Program Managers, HQ DLA, and services/agencies regarding costing issues.
5. Manage/maintain the Costing Model (Dictionary) to ensure all work/tasks have appropriate representation and are linked to correct processes.
6. Analyze costs of processes to identify areas that require business process re-engineering.
7. Work with contractors to develop, deploy, and maintain the financial costing system.
8. Provide guidance/assistance on use of the automated system and resolving cost issues.
9. Provide briefings to command staff on program costs.
10. Determines labor and non-labor costs and provides documentation to the ISA office, for each supported agency.
11. Provide costing expertise for various special projects.

(BCA)

1. Serves as the program manager for the BCA Program.
2. Develops internal policies and procedures for the BCA process.
3. Provides technical assistance to functional programs in the development of BCAs, including determining development cost, operating costs, and total costs/savings.
4. Develops and maintains standard requirements. Provides format to functional program managers.
5. Review BCAs to ensure accuracy/completeness along with concepts within each alternative.
6. Coordinates review and approval procedures with DLA.
7. Ensure accurate/updated BCAs are included in budget data calls to secure funding.
8. Primary POC to functional program managers, management and DLA.
9. Coordinate training for employees on the BCA process and development.

(Service Level Billing (SLB))

10. Develops the SLB for submission to DLA and OSD for funding.
11. Develops and maintains the billing methodology in dividing the services into business units.
12. Tracks customer usage within each unit.
13. Determines the cost of each unit and applies an allocation methodology to determine each customer portion of the SLB.
14. Briefs the SLB to DLA and military customers.
15. Primary POC and technical expert with all civilian and military service customers.

(Travel)

1. Administers the travel program.
2. Serves as focal point and program manager for the Hart-Dole-Inouye (HDI) Federal Center DTS.
3. Authorizes and maintains hardcopy Temporary Duty (TDY)/Post, Camps, and Stations (PCS) orders. Maintains obligation authority vouchers.
1. Administers the Government corporate and individual travel credit card program.
2. Acts as the DTS financial representative and assists the Help Desk 2 level Financial, Tier 3 to Northrup Grumman Mission Systems (NGMS).
3. Serves as the theatre and country clearance representative for official foreign travel.

(Financial Systems Functionality)

1. Serves as liaison, administers and manages the Defense Business Management System (DBMS). This includes coordination of creating, changing, or deleting organizational cost accounting codes and office tasks.
2. Provides policy and guidance on financial reporting to include training on the operations of the financial systems as well as proper time and attendance reporting.
4. Serves as program manager for the Automated Time and Attendance Productivity System (ATAAPS) and Time and Attendance System.
5. Compiles and analyzes information from the automated systems/sources, such as labor reporting and associated costs.
6. Serves as the focal point on HQ DLA teams involving system changes to financial systems.
7. Works with contractors to develop, deploy, and manage the Time Attendance System.
4. Analyzes functional user requirements/recommendations and prepares applicable system change requests necessary to implement changes. Also performs functional testing of the system.
5. Provides guidance/assistance on the use of the automated financial systems and resolves any related issues.

(Service Level Agreements)

1. Serves as Support Agreement Manager (SAM) and administers the interservice and intergovernmental support program, in accordance with DOD 4000.19.
2. Prepares, negotiates, coordinates, and maintains ISAs, Performance Based Agreements, SLAs, and Memorandums of Agreements/Understandings.

3. Figures cost computations for reimbursement of ISAs, in accordance with DOD 4000.19.

DIRECTORATE OF FINANCIAL OPERATIONS (DDC-R)

MISSION:

Principal advisor to the DLA Comptroller and DDC Commander for distribution business area financial management, including programming, resources and technical accounting policies and procedures; administration of resources; command review and evaluation; financial systems and procedures; organization and position management; and productivity programs. Provides financial liaison support throughout DDC. Reports to the DDC Chief of Staff.

FINANCIAL POLICY & PLANNING:

FUNCTIONS - BUDGETING:

22. Distribution Business Area Analysis – Provides analysis for Processing, Reimbursable, Storage, Consolidation and Containerization Point (CCP)/Overocean Transportation (OOT) business areas. Reviews Unit Cost reports.
23. Program Budget Review (PBR) and Budget Estimate Submissions (BES) — Program Manager for the PBR process for the Distribution Business Area. Coordinates new initiatives with DDC Program Managers. Maintains PBR spreadsheet and backup. Prepares charts for briefings for Program Budget Review Group (PBRG) reviews. Provides analysis of changes from the baseline. Ensures DDC PBR submission and exhibits are completed and forwarded to appropriate DLA analyst. Reviews programming data for consistency with DDC plans, and recommends program priorities for the command. Acts as central repository for the DDC program plans. Administers the DLA Planning, Programming and Budgeting System. Develops and justifies requirements for costs, work years and initiatives.
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25. Monthly Management Review (MMR) and Quarterly Management Review (QMR)— Provides monthly charts and analysis dealing with specific financial areas such as (but not limited to) total revenue, obligations, net operating results, and CCP/OOT costs. Tracks costs, revenue, and workload by business area. Also tracks total expenses, disbursements, collections, net outlays, FTEs, end strength, and capital obligations. Briefs DDC Comptroller monthly and the DDC Commander quarterly. Provides charts and notes to DLA HQ monthly.
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27. Base Realignment and Closure (BRAC) Budget – Ensures proper BRAC funding is received. Prepares Military Interdepartmental Purchase Request (MIPRs) and tracks costs. Provides estimated costs for BES/PBR purposes. Orchestrates all financial actions associated with realizing a base closure and/or realignment. Coordinates closure actions with all concerned parties.

28. Directors' Budgets/Funds Control - Tracks, reviews, analyzes, evaluates, and reports funds execution for centrally funded items. Prepares spending plan, performs midyear review, and provides projections for BES. Performs funds control and prepares outgoing MIPRs. Prepares and monitors monthly obligation plan. Performs ULO reviews. Provides monthly reports to Directors.
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32. Family Housing Financial POC - Tracks, reviews, analyzes, evaluates, and reports family housing budget execution. Prepares job order cost adjustments (JOCAs) to get proper revenue into the system. Ensures proper obligations and revenue are entered.
33. Quality of Life (QOL) Budget — Financial POC for QOL funding. Tracks, reviews, analyzes, evaluates, and reports on QOL execution.
34. Research and Development (R&D) Funding – Tracks, reviews, analyzes, evaluates, and reports on execution of any R&D funding received.
35. Staffing Projections/FTE Mgmt - Monitors and tracks FTE execution. Is central repository for maintaining FTE figures. Monitors VERA/VSIP costs.
36. Reviews and analyzes monthly productivity statistics.
37. Performs transportation related analysis and prepares reports detailing trends and projections.
38. Manages the (Information Technology (IT) 43, including Program Budget Review, Mid-year/BES and Monthly Operating Plans (MOPs).
39. Reviews, analyzes, and processes IT procurement packages for services/IT agreements, maintenance and equipment/software purchases.
40. Prepares all outgoing funding document for IT purchases. Performs IT funds control at DDC and depot levels.
41. Acts as Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR), and program manager for contractor employees.
42. Management Control Program (MCP) - Provides program management for DDC on the MCP. Ensures that internal control concepts are properly integrated into overall plans, policies, programs, procedures, and systems. Provides training to DDC supervisors, managers and POCs on MC requirements. Develops annual MC Plan for DDC. Monitors the MC program guidelines to eliminate fraud waste, and abuse of government funds. Ensures federal employees are accountable for planning, programming, and execution of the program.

FUNCTIONS - PLANNING AND EXECUTION:

16. Member of the A-76 Acquisition Planning Teams (APT) - reviews all sections of the Performance Work Statement (PWS), report structures, Contract Line Item Number (CLIN) structures, and develops In-House Government Estimate (IHGE). Meets with the team for each acquisition and reviews all material going into the solicitation. Provides historical cost data for baseline costing prior to study. Reviews draft Request For Proposal (RFP) and provides comments and recommended changes prior to final release of RFP. Reviews CLIN structure for proper interpretation of financial charging. Prepares responses to Issue Papers and questions from the A-76 teams.
17. Serves as a member of the Most Efficient Organization (MEO) review team reviewing Agency Tender prior to submission.
18. Monitors MEO performance by line item to ensure the funded amount is not exceeded without an approved deviation request. Reviews deviation requests prior to approval to provide the cost estimates of the requirement. Adjusts the spending plans when the signed deviation is received.
19. Reviews A-76 contract modifications. Adjusts the spending plan accordingly at mid-year. Requests additional budget authority for approved contract deviations. Includes any anticipated modifications in the initial spending plan.
20. Reviews A-76 contract invoices for accuracy. Monitors total payment to contractor by Contract Line Item Number (CLIN) item. Prepares standards for reimbursable billing, extracts reimbursable CLIN amounts and prepares JOCA's for input.
21. Prepares general orders for A-76 depot establishments. Builds new organization codes in systems. Reviews current contracts for revision. Reviews Interservice Support Agreements (ISA) for revisions. Establishes new BOAC for GSA vehicles.
22. Accompanies the Continuing Government Activity (CGA) training team to each site as scheduled. Provides financial overview on spending plans and reimbursable workload. Demonstrates Finance Web tools.
23. Principal advisor to Center Commanders and personnel on financial management requirements to include policies, planning, programming and procedures. Formulates, analyzes and evaluates depot requirements. Conducts analysis of actual financial execution against established goals.
24. Formulates and sets the initial funding levels for all depots. Monitors, reviews, analyze and evaluate depot spending plans.
25. Collects data and produces depot monthly obligation plans by object class according to established methodology and knowledge of assigned depots. Develops, analyzes, evaluates and reports on depot MOP.
26. Provides Center Commanders and DDC management with advice and guidance on financial execution to support financial decisions.
27. Analyzes and summarizes wide variety of resource data for monthly Performance Reviews (R&A).
28. Prepares and signs outgoing funding documents necessary for the conduct of assigned depot business ensuring compliance with regulatory requirements.
29. Builds operating targets and fund records in accordance with budget authority. Loads and maintains funds in DBMS and BOSS.

30. Manages the DDC Interservice Support Agreement (ISA) program. Coordinates requirements with DDC as supplier and receiver of services. Prepares agreements for signature and makes distribution.

FUNCTIONS - REVENUE AND BILLING:

7. Receives and accepts funding documents, i.e., DD Form 448, from customers, reviews them to ensure they are in compliance with the Financial Management Regulation and records Orders Received and Unfilled Orders. Establishes accounts receivables when revenue is earned either through Automated Time Attendance and Production System (ATAAPS) or from information received from the depots via a Job Order Cost Adjustment.
8. Performs analysis of work accomplished against funding documents received to ensure earnings are processed in a timely manner via ATAAPS for labor and/or Job Order Cost Adjustments (JOCA). Monitors the subsequent accounts receivable established for billing and collection by DFAS.
9. Responsible for DDC Reimbursable Program Management and accrual of earnings. Monitors earnings for reimbursable work performed and provides backup data to customers for work performed in the areas of Processing (receipts, issues and second destination transportation), Storage, Overocean Transportation and Hourly Reimbursables.
10. Performs revenue analysis DDC-wide, depot plan versus actual and depot productive versus billable.
11. Receives data from Management Information System (MIS) in Distribution Standard System (DSS) for the purpose of billing customers and providing detail extract files to customers to support billings.
12. Provides employees and managers guidance on accurate charging of labor and non-labor costs. Initiates simplification efforts, when appropriate.

PAY & ACCOUNTING OPERATIONS:

FUNCTIONS - PAY AND TRAVEL:

16. Program Manager for Automated Time and Attendance Production System (ATAAPS) and Defense Civilian Personnel System (DCPS) at the DDC. Attends ATAAPS Configuration Control Board (CCB). Participates as beta test site for proposed system changes.
17. Payroll Processing – Reviews and corrects errors on invalid time and attendance reports and missing time reports. Validates assigned task codes. Reconciles hours for part-time employees and firefighters. Processes back pays and settlements. Sets up new employee information in ATAAPS. Processes special pays and requests for recertified checks. Completes pay and leave audits. Inputs time and attendance directly to DCPS when accounting information crosses activity codes. Assists in researching problems with the transfer of labor from DCPS to DBMS. Inputs employee voluntary pay change requests (direct deposits, allotments, address changes, tax withholdings, union dues, charity deductions).
18. Serves as help desk for answers to any payroll systems and entitlement questions.

19. Provides other DLA activities guidance on complex payroll issues. Provides assistance to DFAS on evaluating and resolving payroll problems.
20. Processes and maintains security access forms for DCPS. Processes all new ATAAPS security forms.
21. Develops, establishes and coordinates special procedures for paying Foreign National Direct Hires (FNDH) based on Standard Forces Agreement for each country.
22. Coordinates all requirements for reorganization proposals. Ensures requesting activity provides all pertinent documentation and oversees execution of resulting actions upon approval of the proposal. Prepares the General Orders and makes distribution.
23. Ensures timekeeper and certification rosters are current.
24. Processes unemployment forms for Department of Labor; processes verifications of employment from financial institutions, courthouses, insurance companies, etc.
25. Travel Entitlements/Orders – Responsible for processing all manual and Defense Travel System (DTS)-generated DDC travel orders and subsequent claims for reimbursement.
26. Permanent Change of Station (PCS) – Responsible for settlement of all claims related to PCS moves. Coordinates with CSO-N in the development of pertinent PCS information provided to the traveler.
27. Provides financial briefings to employees preparing to participate in Defense Contingency Support Teams (DCST).
28. Agency Program Coordinator for the Travel Card Program.
29. Prepares reconciliations for the agency Centrally Billed Account (CBA) government travel charge card.
30. Manages the debt collection program for DTS-processed travel vouchers.

FUNCTIONS - ACCOUNTING:

25. Primary DLA POC for Chief Financial Officer (CFO) compliance as it pertains to the distribution business area. Partners with external auditors and DLA CFO to identify impediments to a clean audit opinion for DLA's financial statements. Develops Plans of Action and Milestones (POAM) to address impediments and proposed solutions. Prepares auditability assertion packages.
26. Interprets and implements financial policy and financial policy changes. Issues interpretations to command staff and distribution centers.
27. Develops and manages the timely and accurate process of properly classifying, monitoring, recording and maintaining all distribution business area DWCF, Capital and Family Housing commitment, obligation, expense and capitalization transactions related to distribution costs for the DDC and distribution centers worldwide. This includes all labor and non-labor, within and outside the government. Receives and maintains hardcopy documentation and processes applicable transactions within DBMS.
28. Ensures the integrity of procedures and practices governing funding obligations to facilitate attainment of program objectives. Establishes compliance of processes/systems within applicable Financial Management Regulation (FMR) directive.
29. Attends Process Improvement Team (PIT) meetings with DLA HQ, other DLA field activities and DFAS to leverage best practices across DLA. Identifies and elevates best practices at individual DDC distribution centers and similar commercial industry activities and standardizes/implements for joint use at all distribution centers. Develops systems

change requests (SCR) and program trouble reports (PTR) when necessary and participates in the functional testing of major financial and financial-related system changes for PowerTrack, Distribution Standard System (DSS), Defense Business Management System (DBMS), Base Operating Support System (BOSS) and Defense Property Accountability System (DPAS).

30. Participates in the development of new accounting systems, i.e., Enterprise Business System (EBS).
31. Reviews and updates the Management Control Plan to ensure any new system changes or policy changes have been evaluated sufficiently to determine the financial risk.
32. Maintains and monitors all functions associated with the Base Operating Support System. Serves as distribution business area BOSS Program Manager and financial functional POC. Ensures DDC BOSS functional accesses are in place for Contracting, Supply and Financial modules, and that system processes and interfaces are operational. Verifies accuracy and timeliness of the BOSS/DBMS interface.
33. Produces a cash management plan to forecast disbursement and collection of cash on a monthly basis. Revises the plan several times a year to reflect POM, BES and President's Budget (PB) changes to the DDC operating budget. Provides the distribution business area cash plan to DLA J-8 for incorporation into the DLA cash plan required by DOD. Execution against the distribution business area cash plan is monitored on a continuing basis for impact to the DLA DWCF.
34. Maintains and monitors all functions associated with Defense Property Accountability System. Serves as distribution business area DPAS Program Manager. Reconciles Property, Plant and Equipment (PP&E) subsidiary file in DPAS to DBMS monthly. Responsible for functional/security accesses and oversight to all functional users including Distribution Center Accountable Property Officers (APOs) and RPOs. Requires quarterly and annual certifications of balance files from APOs/RPOs.
35. Maintains DBMS and BOSS control records as necessary.
36. Maintains and provides resolution for DBMS, BOSS and DPAS violations control listings.
37. Performs depreciation analysis and fixed asset accounting.
38. Ensures all month-end and fiscal year-end functions have been performed. Develops all accruals and processes/records applicable accruals and all current month financial transactions into the financial system accurately and timely. Reviews the General Ledger accounts to ensure obligations and expenses are recorded at their expected levels in accordance with the current year funding authority.
39. Prepares fiscal year-end planning guidance, coordinates execution and provides oversight.
40. Performs monthly and quarterly financial statement analysis. Partners with DFAS to manage and obtain proper financial data used to develop and prepare monthly and quarterly analysis.
41. Accounts Payable - Processes commercial payments and employee reimbursements through DFAS-CO. Responsible for recording the liabilities, including contingencies, judgment funds, accruals, etc., incurred by the distribution business area. Obliges and expenses costs timely and accurately within DBMS. Works with DFAS personnel to research and resolve any financial/payment discrepancies. Partners with DFAS to ensure DDC vendors and employees are paid and reimbursed timely and accurately.
42. Manages DDC's Interest in line with OSD goals for reduction.
43. Administers the DDC Mass Transit Fringe Benefit (MTFB) Program.

44. Receives and secures miscellaneous revenue checks for repayment of jury duty, health benefits, vendor checks and tuition repayment. Forwards to DFAS-CO and DFAS-CL for collection purposes.
45. Serves as focal point for security of all DDC financial systems. Ensures DDC users have the capability to sign on to the required financial system and have the proper access needed to accomplish their tasks.
46. Reviews all Unliquidated Obligations (ULOs) periodically to support a DDC certification to DLA that existing ULOs are still valid in accordance with Tri-Annual Review requirements.
47. Budgets for and monitors execution of the distribution business area Stock Fund Budget. Requests additional funds from DLA, as necessary.
48. DDC Program Manager for PowerTrack. Implements PowerTrack at all depots and automates PowerTrack process to gain efficiencies.

FUNCTIONS - FINANCIAL AUTOMATION:

9. Primary POC for Federal Financial Management Improvement Act (FFMIA) effort for Distribution Standard System (DSS).
10. Designs, coordinates, supports, develops and maintains the use of web-based technology products to distribute timely, flexible, enterprise-wide financial data to managers and depot personnel. Provides training to enable users to take advantage of the resources provided on the Financial Web Page.
11. Plans, proposes and coordinates the timely purchase and maintenance of equipment and software required to support web based financial reporting and analysis.
12. Administers and maintains the necessary databases, commercial-off-the-shelf (COTS) products, networks, servers and backup files to support the DDC financial reporting initiatives.
13. Provides and maintains DISA billing from Mechanicsburg and Ogden Mega centers. Converts data into a working format and verifies costs against figures received from HQ DLA. Enters costs into Access Database so reports can be developed for specific needs on an as required basis.
14. Provides Distribution Planning and Management System (DPMS) with financial support and cost savings analysis.
15. Participates in the IT Disaster Recovery and EDC Transformation Teams.
16. Manages the Activity Based Costing/Management (ABC/M) program.